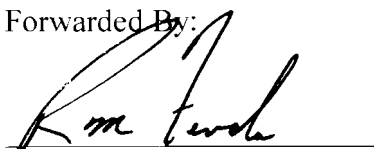


**Department of the Navy
Naval Acquisition Intern Program (NAIP)
Operating Guide**

Version 1.0
March 2008

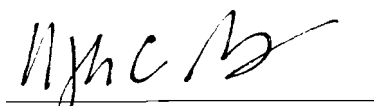
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CODE OF ETHICS FOR GOVERNMENT SERVICE

ANY PERSON IN GOVERNMENT SERVICE SHOULD

- I.** Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.
- II.** Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.
- III.** Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.
- IV.** Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- V.** Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.
- VI.** Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.
- VII.** Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.
- VIII.** Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
- IX.** Expose corruption wherever discovered.
- X.** Uphold these principles, ever conscious that public office is a public trust.

Authority of Public Law 96-303 unanimously passed by Congress of the United States on June 27, 1980, and signed into law by the President on July 3, 1980.

Your agency ethics official and the Office of Government Ethics are available to answer questions on conflicts of interest.

DEPARTMENT OF THE NAVY CORE VALUES

As in our past, we are dedicated to the Core Values of Honor, Courage and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved.

These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today. Every member of the Naval Service - active, reserve, and civilian, must understand and live by our Core Values. For more than two hundred years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission; deter conflict around the globe and, if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage, and Commitment as our abiding duty and privilege.

“HONOR”

"I will bear true faith and allegiance ..." Accordingly, we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; Be honest and truthful in our dealings with each other, and with those outside the Navy; Be willing to make honest recommendations and accept those of junior personnel; Encourage new ideas and deliver the bad news, even when it is unpopular; Abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; Fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. We will be mindful of the privilege to serve our fellow Americans.

“COURAGE”

"I will support and defend ..." Accordingly, we will have: courage to meet the demands of our profession and the mission when it is hazardous, demanding, or otherwise difficult; Make decisions in the best interest of the navy and the nation, without regard to personal consequences; Meet these challenges while adhering to a higher standard of personal conduct and decency; Be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful, and efficient way. Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.

“COMMITMENT”

"I will obey the orders ..." Accordingly, we will: Demand respect up and down the chain of command; Care for the safety, professional, personal and spiritual well-being of our people; Show respect toward all people without regard to race, religion, or gender; Treat each individual with human dignity; Be committed to positive change and constant improvement; Exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do. The day-to-day duty of every Navy man and woman is to work together as a team to improve the quality of our work, our people and ourselves.

SEXUAL HARASSMENT

Government policy states that sexual harassment is unacceptable in the workplace and cannot be condoned. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures.

Regardless of what is acceptable socially outside of work, the federal government sets strict guidelines on conduct in the workplace that may be considered “sexually harassing” behavior. This includes creating a work atmosphere that threatens employees or affects their ability to get the job done.

Sexual harassment is deliberate or repeated unsolicited verbal comments, gestures, or physical contacts of a sexual nature that are unwelcome. It is a form of employee misconduct that may create an unproductive or an offensive working atmosphere which undermines the integrity of the employment relationship.

Sexual harassment is a prohibited personnel practice when it results in discrimination for or against an employee based on conduct not related to performance, such as the taking or refusal to take a personnel action, promotion of employees who submit to sexual advances, or refusal to promote employees who resist or protest sexual overtures.

Below is a list of recommended steps you can take, if you feel you are being harassed:

1. Communicate to the harasser that the attention is unwanted.
2. Keep a written record of what happened.
3. Talk to your co-workers; ask if others have been harassed.
4. Report the harassment to your supervisor. Ask that it be stopped. If your supervisor is harassing you, report it to your supervisor's boss.
5. File a formal equal employment opportunity complaint through the HRO Pensacola Equal Opportunity office at 850-452-3985 or DSN 922-3985.

Remember that sexual harassment is defined as “unwelcome” conduct of a sexual nature. Your first response should make clear the harasser's attention is not welcome.

Chapter 1 - Naval Acquisition Intern Program (NAIP)

1.1 Background.

The NAIP was established on October 1, 1992 by the Defense Acquisition Workforce Improvement Act (DAWIA), Title 10 U.S.C. 1701-1764 and built upon earlier career development programs dating back to 1974. The purpose of the program is to develop highly skilled professionals to meet projected Department of the Navy (DON) acquisition workforce requirements. It is a centrally funded, two to three year training program executed for the Director, Acquisition Career Management (DACM) by the Naval Acquisition Career Center (NACC). The NAIP provides highly qualified and talented entry-level college graduates an opportunity for rapid advancement, regular promotions, systematic development, career broadening assignments and graduate education through a structured, systematic career development process using a career field Master Development Plan (MDP).

1.2 Operating Guide Use.

This document is intended to provide procedures and guidance for the Command, the Interns and the NACC staff. While the intent is to address all conceivable areas of AIP operations, not all levels of detail are covered in depth. In cases where details are not documented or if information is interpreted differently, the NACC AIP Branch Head will make all final decisions.

1.3 The Intern.

The Intern is an employee of the NACC and is assigned to a specific Command's acquisition organization which is designated as the Intern's "Homeport". The Homeport is the location of the Intern's targeted position upon completion of the program. Interns enter the program in NSPS Pay Band 1. During the program (2 to 3 years), Interns are expected to complete DAWIA certifications at Level 1 and 2.

1.4 Intern Career Fields.

Interns are currently hired into the following career fields:

- Life Cycle Logistics (LOG)
- Contracting (CON)
- Systems Planning, Research, Development and Engineering (SPRDE)
- Business, Cost Estimating and Financial Management (BCEFM)
- Facilities Engineering (FE)

1.5 Key Personnel.

Successful execution of the NAIP requires a concerted effort of key personnel at the Intern's Homeport and at the NACC. These key personnel are referred to as Responsible Officials. Representatives are designated at the Interns' assigned command and at each location the Intern participates through rotational assignments. Personnel are also assigned at the NACC to guide each Intern through the hiring, assignment, rotational development, and graduation process of the program.

Chapter 2 - Naval Acquisition Career Center (NACC)

2.1 Mission.

To provide the DON Acquisition Enterprise with the workforce development tools and programs that enable delivery of the products and services required by the war fighter.

2.2 Vision.

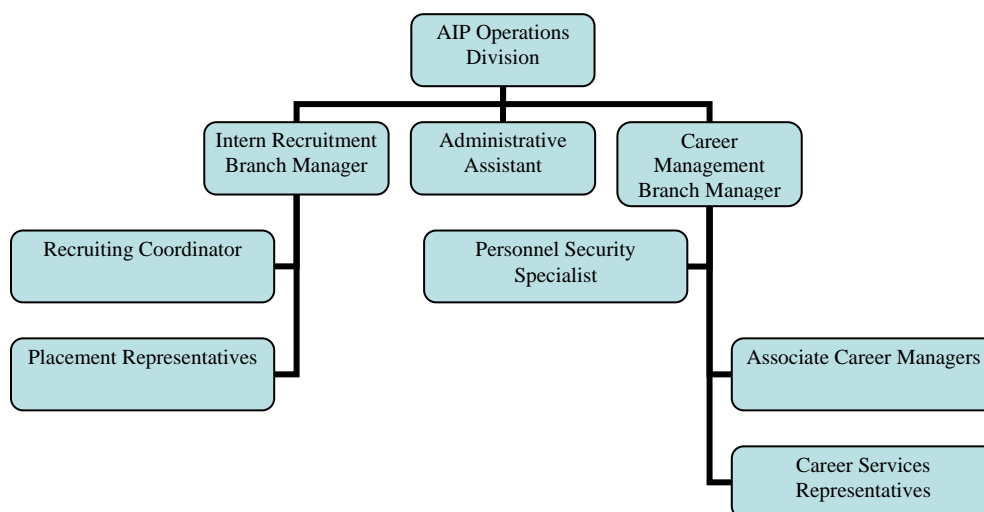
An effective, innovative, and empowered team leading the Acquisition Enterprise in the development of a diverse, world-class workforce.

2.3 Guiding Principles.

- Focus on the Customer: Deliver quality products and services that exceed customer expectations ... be flexible and responsive to their needs.
- Foster a Culture of Excellence: Build an empowered team ... commit to every employee's development, involvement, and recognition ... promote teamwork and organizational pride ... communicate internally and externally
- Encourage Innovation: Constantly explore new ideas and methods to increase efficiency, timeliness, and effectiveness
- Promote Respect and Integrity: Be open, honest, and fair ... take full responsibility for every action.

2.4 Organization.

The NACC is organized to provide the NAIP with complete support for all aspects of the program. Under the lead of the Director, the Intern operations are primarily under the direction of the Acquisition Intern Program Division Head with other administrative support coming from the Operations Division. The charts below illustrate the streamlined organizational arrangement of the NACC to support the NAIP.



Chapter 3 - NAIP Responsible Officials

3.1 Intern Working Group Member.

The key focal point at all major commands involved in NAIP policy setting and execution. Responsible for the execution of the NAIP throughout their respective organizations nationwide.

3.2 Command Functional Representative.

Each Systems Command (SYSCOM) or major claimant provides a representative for each career field in the Command. Each representative serves on the appropriate DON career field functional board to establish and keep current the Master Development Plan (MDP) requirements. The representatives advise NACC on their Command career field changes and employee status, while monitoring the Intern Program progress and assists in resolving Intern placement issues.

3.3 NAIP Professional Staff.

Those persons at the NACC assigned the responsibility of working with the acquisition Interns to help them achieve the goals of the Intern Program. For a complete listing of NAIP staff contact information visit the [NAIP Intern Points of Contact page](#) on our website.

3.3.1 Acquisition Intern Program Operations Division Head.

- Manages NAIP Division for Intern recruiting, career management and security branches.
- Responsible for executing all aspects of the NAIP in support of the command customers and the Interns during their 2 to 3 year program.
- Second level approver of Intern pay setting for newly hired Interns.
- Pay Pool Manager

3.3.2 Intern Recruitment Branch Manager.

- Manages NAIP allocations and Intern recruitment and placement operations.
- Coordinates with Commands, Office of Personnel Management (OPM), and Human Resource Service Center – Southeast (HRSC-SE), on all matters that impact on recruitment and placement of new Interns.
- First level approver of Intern pay setting for newly hired Interns

3.3.3 Recruiting Coordinator.

- Develops NAIP Annual Recruiting plan for Command input and coordinates with OPM and HRSC-SE on a variety of recruiting processes and problems.
- Works with Placement Representatives on execution of customer Command recruiting plans.
- Ensures recruiting brochures, displays, and materials are current accurate and available.

3.3.4 Placement Representative (PR).

- Works with assigned customer Commands to recruit and place new Interns.
- Establishes entry level pay for newly hired Interns.
- Builds recruiting events, issues and processes selection certificates within USA Staffing.
- Makes job offers, coordinates new Interns entrance-on-duty and creates initial recruit/fill Request for Personnel Action (RPA).

3.3.5 Career Management Branch Manager.

- Under the direction of the Acquisition Intern Program Operations Division Head, is responsible for the NAIP career management and career services for upwards of 1200 Interns.
- Responsible for providing guidance, consultation, and assistance concerning career management and career service matters with the Intern and Career Field Manager in the absence of or in conjunction with assigned Associate Career Manager.

3.3.6 Associate Career Manager (ACM).

- Under the direction of the Career Management Branch Manager, provides guidance consultation, and assistance concerning career management and career services matters for upwards of 450 Interns each year.
- Coordinates with HRSCs, HROs and customer Commands to assist in the career management and career services of the NAIP.
- Acts as the NSPS Rating Official and Pay Pool Member for their assigned Command(s).
- Reviews and approves rotational assignment plans.
- Reviews senior project proposals, progress, and completion of any required project.
- Monitors Intern progress, conduct, and performance.
- Reviews interim and final performance reviews submitted by the Intern's Homeport Supervisor.
- Reviews and approves the Intern's Individual Development Plan (IDP).
- Reviews and approves tuition requests to ensure it is appropriate within the guidelines of the career field and within the parameters of program funding guidelines.
- Graduation and Final Placement into a Command position

3.3.7 Career Services Representative (CSR).

- The Intern's primary point of contact for facilitating required training and education with regard to tuition and related travel.

- Receive Intern requests for tuition and travel to ensure that the request is complete and correct and forwards to the appropriate ACM for approval.

3.3.8 Personnel Security Specialist.

- Assesses the eligibility, reliability, loyalty, suitability, and trustworthiness of candidates for employment into the NAIP on a DON-wide basis.
- Responsible for the administration of all Intern security clearances and advises on procedures for adverse security determinations.
- Coordinates all Intern security issues with the Intern and Intern's homeport security office as appropriate.
- Provides visit request information to gaining security office as requested.

3.4 Career Field Managers (CFM).

3.4.1 Homeport Career Field Manager.

Each Intern is assigned a CFM, located at the Intern's Homeport command, which is responsible for the content of the Intern's development program and for ensuring all aspects of the program are completed prior to program graduation. **The Homeport Career Field Manager is the most important person in the NAIP to ensure the success of the Intern and the program.** Other responsibilities include:

- Getting the Intern Started:
 - Provides the Command and Career Field initial Orientation.
 - Acclimates the Intern to the command, to include the physical plant, secure passes, set-up computer system and other equipment, and secure necessary permits.
 - Counsels the Intern in regards to their IDP.
 - In conjunction with NACC, assists in the establishment of the Intern's performance standards
- Ongoing:
 - Provides educational guidance, development and counseling, and assistance with selecting a mentor for the Intern.
 - Monitors the Intern's overall progress and reviews annual and interim performance reviews.
 - Provides local approval of SF 182's and travel requests.
 - Maintains contact with the NACC for decisions regarding staying in the program (retention and discipline).
 - Approves rotational assignments from a career field and command perspective.
 - Identifies the rotational assignment Career Field Manager to support the approved rotational assignment.

- Intern Program Completion:
 - Ensures the Intern completes the IDP and the Intern is proficient in all identified career field competencies.
 - Verifies Intern's eligibility for career field certification.
 - Resolves placement problems prior to the Intern's graduation.

3.4.1.1 CFM Qualifications.

- Should be a senior career field civilian and level III certified in the Intern's assigned career field.
- In some cases commands may assign a program management or similar type of position to execute the duties of a CFM. In those cases, the Intern's homeport supervisor must be a senior career field civilian, and level III certified in the Intern's assigned career field.

3.4.1.2 Delegation of Responsibility.

The Career Field Manager can delegate some of their responsibilities for ensuring completion of career development activities to a support person known as an Intern Counselor.

3.4.2 Rotational Assignment Career Field Manager.

3.4.2.1 Assigned when the Intern goes on a rotational assignment.

3.4.2.2 Performs many of the duties as the Homeport CFM to ensure the Intern completes rotational assignment objectives.

3.4.2.3 Duties include:

- Assignment orientation.
- Administrative functions.
- Local travel and training.
- Assignment of counselors and mentors.
- Resolving assignment problems.

3.4.2.4 Will not normally be involved with Intern performance decisions but will provide input to the Homeport CFM.

3.4.2.5 In many cases, the Rotational Assignment Career Field Manager will be requested to provide input to the Homeport Career Field Manager/supervisor with respect to the completion of interim and annual performance reviews.

3.5 Intern Counselor.

3.5.1 Overview.

The Intern Counselor is an assigned individual at either the Homeport or rotational assignment command who may be delegated elements of an Intern's Development Program by the Intern's assigned Career Field Manager.

3.5.2 Counselor Duties.

- If assigned, the Intern counselor performs a very important role in helping the Career Field Manager monitor the success of the Intern in completing key aspects of their Intern program.
- The counselor performs duties for the Career Field Manager such as counseling; arranging, monitoring, and coordinating assignments; tracking completion of IDP elements and senior projects; and administrative duties such as performance reviews, and input for ACDP's.

3.6 Supervisor.

3.6.1 Overview.

- The supervisor is the single individual responsible for all normal supervisory and administrative duties for the Intern and provides performance information for interim and annual performance reviews.
- The CFM can also function as the Intern's supervisor.

3.6.2 Assignment of Supervisor at Temporary Location.

- When an Intern goes on a rotational assignment, the Intern will be assigned to a supervisor at the temporary work location since the rotational assignment is most likely not at the Homeport location.
- This in-field supervisor, often called the rotational assignment supervisor, will work closely with the Intern and supervisor of record to ensure the orderly transfer of work assignments and smooth transition of any administrative functions.

3.7 Mentor.

A volunteer, normally not in the Intern's chain-of-command, who provides honest, open answers to Intern's questions and non-formal career guidance; maintains confidentiality; is knowledgeable of NAIP organization and career field; and understands the uniqueness of a mentor relationship.

Chapter 4 Communication Tools

4.1 Overview.

The NACC Web Site is the best place to begin your search for information and it is very dynamic. It has policy guidance and contains samples of all of our required local forms. Links are available that are related to the acquisition career field and to Interns in particular. The [NACC Bulletin Board](#) will let you know when the web site has been updated, or when the links have changed.

4.2 NACC Bulletin Board.

The NACC Bulletin Board is the primary vehicle for collective communication to the Intern workforce, their supervisors and the CFMs, as well as, other interested parties. **Interns are required to check the bulletin board daily for new messages and messages requiring action.**

4.2.1 Posting Information.

Anyone associated with the NAIP may request information be posted to the bulletin board. A review of all requests will be conducted to ensure they conform to Navy standards. Please email your request to your assigned ACM or to NAIPJobs@navy.mil. We will notify you upon receipt and disposition of the posting.

4.2.2 Posting guidelines.

Messages should be less than a full page with no graphics or pictures. If appropriate, make sure your point of contact information is included for responses or questions.

4.2.3 NACC Bulletin Board Retention Guidelines.

The messages are posted by calendar year and will remain on the website until determination is made to delete them or the information is outdated. Messages are accessible to anyone including the general public.

Chapter 5: Acquisition Intern Program Processes

5.1 Recruiting, Selection, and In-Processing.

5.1.1 NAIP Recruiting.

- The NAIP uses the [Office of Personnel Management's \(OPM\) USA Staffing Tool, Application Manager](#), as its one stop source for applying to the program. Application Manager is a web-based program available for applicants to apply 7 days a week, 24 hours a day. It fully automates the applicant recruitment, qualification assessment, referral, and notification processes.
- The primary NAIP recruiting method is an on-campus approach at selected colleges and universities to attract high caliber applicants to meet the future human capital needs of the DON Acquisition Workforce.
- Commands represent the NAIP at a significant number of colleges and universities through career fairs, placement office web postings, information sessions, etc.
- Annually, in July each year, NACC solicits the next fiscal year Command Recruiting Schedule for the upcoming recruiting season (Sept –May).

5.1.2 Recruiting Request, Flyer, and Materials.

- Commands must submit the USA Staffing Event Request Form at least 10 days before the event begins.
- Commands may submit their event request forms a term in advance, i.e. Fall events may be submitted in September; Spring events in December.
- A copy of the career fair or other type event notice prepared to publicize the event must also be included with the event request form.
- The form shall be completed in sufficient detail to enable NACC to post recruiting events to the NAIP website.
- NACC Placement Representatives, assigned to support command recruiting, will build the recruiting event in the USA Staffing System and will develop an event recruiting flyer that includes the online link and vacancy identification number for the command to distribute to all interested applicants at the event.
- Recruiting brochures and other materials suitable for on-campus recruiting are available upon request.
- Please contact your Command's assigned Placement Representative for Event Request Forms.

5.1.3 Applicant Actions.

- Applicants must complete the on-line application process and submit a resume and transcript(s), and other requested documentation; preferably through the "upload process", to be considered.
- Fax submissions are acceptable as a alternative means of application.

- Directions in Application Manager in the Document Upload section must be followed.
- Applicants should return to Application Manager to verify that their documentation was successfully received and is legible prior to the vacancy's closing date.
- No paper applications are accepted.
- Applicant educational requirements must be completed by not later than June 30th.

5.1.4 Applicant Qualification Requirements.

- Applicants must meet the GS-7 (Pay Band 1) qualification requirements stated in the OPM Operating Manual, "[Qualification Standards for General Schedule Positions](#)", except engineering and computer science applicants who must meet a 2.8 or higher GPA requirement based on a bachelor's degree. All other applicants must have a 3.0 GPA.
- All applicants who accept the NAIP job offer are required to furnish a final original transcript in a sealed envelope.
- The transcript must reflect that the degree (s) (bachelors and masters) was conferred.
- It must be received at NACC at least 2 weeks before the reporting date.
- A summary of the educational requirements for commonly filled positions each fiscal year is:

Career Field	Series	Requirement
Contract Specialist	1102	Baccalaureate degree and 24 semester hours of business credits. A list of qualifying subject areas can be found on the Navy DACM web page .
Engineer	800s	Baccalaureate degree or higher in professional engineering from a school recognized by the Accreditation Board of Engineering and Technology (ABET). At least one engineering curriculum must be ABET accredited.
Operations Research Analyst	1515	Baccalaureate degree in Operations Research; or, at least 24 semester hours in a combination of operations research, mathematics, probability, statistics, mathematical logic, science, or other subject-matter courses requiring substantial competence in college-level mathematics or statistics. At least 3 of the 24 semester hours must have been in calculus.
Computer Scientist	1550	Baccalaureate degree with 30 semester hours in a combination of mathematics, statistics, and computer science. At least 15 of the 30 semester hours must have been in any combination of statistics and mathematics that included differential and integral calculus.

Architect	808	Baccalaureate degree in architecture; or related field that included 60 semester hours of work in architecture or related disciplines of which at least (1) 30 semester hours were in architecture design, and (2) 6 semester hours were in each of the following: structural technology, properties of materials and methods of construction, and environmental control systems
Logistics Management Specialist	346	Baccalaureate degree in logistics, supply chain management, or any business major is highly desired, however any degree is qualifying.
Financial Management Analyst	501	Baccalaureate degree in finance, accounting or any business major is highly desired, however any degree is qualifying.
Community Planner	020	Baccalaureate degree in the following Major Studies: community planning; or related field such as urban affairs, architecture, landscape architecture, engineering, sociology, geography, economics, political science, or public administration that included at least 12 semester hours in the planning process, socioeconomic and physical elements of planning, urban and regional economic analysis, and development finance.
Natural Resource Specialist	401	Baccalaureate degree in one of the following Major Studies: biological sciences, agriculture, natural resource management, chemistry or related disciplines appropriate to the position.

5.1.5 Citizenship, Clearance, and other Requirements.

- All Interns must be a US citizen to enter the NAIP.
- If a male and born after December 31, 1959, the applicant must be registered with the US Selective Service.
- All Interns must be able to obtain, and maintain a security clearance, generally “Secret” but certain positions may require a “Top Secret” clearance.
- Applicants targeted for a position that requires a “Top Secret” clearance must also be able to pass drug and polygraph tests if required.

5.1.6 Mobility.

- Applicants must accept a mobility agreement prior to entrance into the program.

5.1.7 Intern Selection.

- Selection interviews are strongly encouraged.
- At a minimum, selecting officials shall contact their selectees to address the NAIP operation, nature of the work, and the command organization and mission. NACC

makes all official job offers for the NAIP and negotiates the employment starting date.

- This is done upon return of the USA Staffing electronic selection certificate by the Homeport CFM or designated representative.
- NACC retains the ultimate decision on all Intern selections.
- NACC notifies all parties of acceptance.

5.1.8 Pay - Starting and Increases While in the Program.

- Starting salaries are based on the educational level attained, directly related graduate education and experience, and duty location.
- Rapid salary increases (ACDP's) and performance payouts are paid based on performance, while in the program.
- Actual pay rates and timing of the increases are currently available in the [NAIP NSPS Policy and Guidance document](#).

5.1.9 Competitive Service.

- While the Interns are initially appointed in the excepted service, they are converted into competitive service upon successful completion of the Master Development Plan (MDP) requirements and at the time they are graduated and placed on to the Command roles.

5.1.10 Personnel Actions.

- NACC in cooperation with the Human Resources Office (HRO) Pensacola initiates the recruitment "Request for Personnel Action". Included is the starting pay, homeport location, position, start date and are marked as YD or YA positions in Pay Band 1 with promotion potential to Pay Band 2 upon successful completion of the NAIP.

5.2 Normal Operating Procedures.

5.2.1 Transfers.

5.2.1.1 Overview.

- Transfers are not commonplace and are generally not approved. In rare cases transfers are considered when there is a documented hardship or when mission requirements require the transfer. Each request is looked at on a case by case basis.

5.2.1.2 Hardship Transfer.

- Hardship transfers are Intern-initiated and must be at no cost to the Government. The first step is for the Intern to contact their Career Field Manager and then their assigned NACC Associate Career Manager. Hardship transfers may include:
 - To be near immediate relatives with long-term illnesses or who are terminally ill in order to assist with their care and/or provide support.

- To relocate with a military spouse who is transferred.
- Other comparable situations where there is a severe personal hardship.

5.2.1.3 Mission essential transfers.

- Mission essential transfers are management-initiated rather than Intern-driven.
- Documented current or projected changes in manpower requirements may necessitate transferring an Intern.
- Such transfers are funded by the host-activity/host-command.
- Please contact your assigned NACC Associate Career Manager to discuss the steps to accomplishing these types of transfers.

5.2.1.4 Transfer requirements.

- In both types of transfers, the gaining activity/command is responsible for:
 - Placing the Intern upon graduation into an acquisition billet in the Interns assigned career field at the pay band 2 level or equivalent.
 - The balance of the training of the Intern.
 - Assigning a Level III certified individual to act as CFM / and or supervisor for the Intern in accordance with Paragraph 3.3.
- The losing activity /command must:
 - Concur with the transfer.
 - State their understanding the transfer does not entitle them to an additional NAIP billet for that FY.
- NACC retains the authority to approve or disapprove all transfer requests

5.2.2 Probationary Period.

5.2.2.1 Overview.

- The length of the Internship evaluation period is to determine overall fitness of the Intern for federal service including performance, personal characteristics and conduct.
- All Interns are on excepted appointments for the entire length of their time in the NAIP, with few exceptions. This is done to ensure the correct selection and placement of an Intern and the Intern's abilities to fulfill the IDP requirements.
- Commands need to identify and document Intern problems immediately and attempt to correct through prompt coaching, counseling, and mentoring.
- It is imperative the Homeport CFM/Intern Counselor coordinate with their NACC ACM for advice and assistance in these matters.

- NACC along with the appropriate command POC's will discuss Intern issues / deficiencies and possible actions with HRO Pensacola and the Homeport HRO as appropriate.
- While the probationary period lasts the entire length of the Internship, this does not supplant existing personnel regulations which allows for appeal rights for preference eligible veterans after 1 year and all other's after two years of federal service.

5.2.2.2 Termination.

- In the event termination is recommended, HRO Pensacola prepares a draft termination letter with the assistance of the Homeport CFM/Intern Counselor and their NACC ACM.
- A memorandum requesting the termination, signed by the Command's official authorized to initiate similar action for other Command employees, is sent to NACC.
- NACC coordinates the termination with all parties, including HRO Pensacola, and implements the action.
- Due to geographic constraints, local Commands will be tasked to present any letters of suspension or termination on behalf of the NACC.

5.2.3 Accelerated Compensation for Development Positions (ACDP).

5.2.3.1 Overview.

- The [NAIP NSPS Policy and Guidance document](#) provides detailed guidance on ACDP procedures.
- Interns must be DAWIA Level II certified before graduation from the program. Whether or not graduation requirements have been met, the Intern will be picked up by the Command on the existing graduation date. Interns are not promoted to pay band 2 while on NACC rolls.

5.2.3.2 Process.

- Approximately 60 days prior to the Intern's ACDP eligibility date, NACC sends a notification letter requesting certification to the Homeport CFM/Intern Counselor. The Notification includes:
 - ACDP eligibility date.
 - Request for AIP Performance Certification and copy of Interim Performance Review
 - Request for unacceptable performance review documentation and/or other delinquent documents.

When the Performance Certification is received by NACC, the personnel action is initiated to affect the ACDP, as appropriate.

5.2.3.3 Early ACDP.

- Early ACDP requests will be considered on a case-by-case basis at the request of the host command. It is expected that an early ACDP will rarely be approved and final approval authority is Director NACC.

5.2.4 Performance Appraisals.

- Performance appraisals will be completed in accordance with the [NAIP NSPS Policy and Guidance document](#).

5.2.5 Travel.

5.2.5.1 Non-Defense Travel System (DTS) NACC Funded Travel Request Process.

- The Intern completes the [DON NAIP Intern Travel Request](#) and submits it for approval to their supervisor and Homeport CFM/Intern Counselor for approval.
- Once approved, the Intern submits the [DON NAIP Intern Travel Request](#), along with the affected IDP page and any other supporting documentation to their NACC CSR for ACM approval and processing.
- Once approved by NACC, the CSR will provide the Intern with official original travel orders no later than one week before planned travel.
- Once travel is completed and settled locally, a copy of the travel voucher summary, DD Form 1351-2, and airline/rail ticket (if applicable) must be faxed to NACC.
- See Appendix B for a Non-DTS travel checklist.

5.2.5.2 DTS NACC Funded Travel Request Process.

- The Intern completes the [DON NAIP Intern Travel Request](#) and submits it for approval to their supervisor and Homeport CFM/Intern Counselor for approval.
- Once approved, the Intern submits the [DON NAIP Intern Travel Request](#), along with the affected IDP page and any other supporting documentation to their NACC CSR for ACM approval and processing.
- Once approved by NACC, the CSR inform the Intern to input there travel request authorization into DTS.
- Intern will submit authorization to NACC CSR via DTS.
- NACC CSR will review and forward to AIP Division Head for approval.
- The travel orders are available to the traveler in the system upon completion of the approval process.
- Once travel is completed the Intern creates a voucher in DTS and submits to NACC CSR for review.

- NACC CSR will review and forward to AIP Division Head for approval / payment.
- See Appendix C for a DTS travel checklist.

5.2.5.3 Rotational Assignment Travel.

- Rotational assignment requests requiring travel must be submitted to your NACC CSR at least 60 days in advance.
- Revisions to planned rotations require an amended IDP with highlighted changes and approval signature from the CFM.

5.2.5.4 Travel in Excess of 30 Days.

- As required by the Joint Travel Regulations (JTR) – Volume 2, C4561, per diem allowances for training assignments, including rotations, of more than 30 consecutive calendar days are 55 percent of the [applicable maximum rate](#), rounded to the next higher dollar and paid in a fixed amount plus actual lodging taxes. Lodging receipts for a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes. If Government quarters are used, the actual cost of the lodging, plus 100% of the entitlement allowed for meals and incidental expenses is used and lodging receipts are required. Note: Reduced per diem rates for training assignments of more than 30 consecutive calendar days at one location apply from the day following the arrival day at the training location through the day prior to the departure day.

5.2.6 Acquisition Workforce Tuition Assistance Program (AWTAP).

- AWTAP is the DON DACM's Navy-wide tuition assistance program. AWTAP policy and procedures and how to apply can be found at the following web link: <https://www.atrrs.army.mil/channels/registernow/rnswitch.asp>

5.2.7 Security.

5.2.7.1 Overview.

- The NACC has been designated to manage the security functions for the NAIP.

5.2.7.2 Elements.

- Interns will receive interim clearance paperwork prior to reporting for duty. Notification will be sent to the commands upon each step of the clearance process. This will include a letter and copy of OPNAV 5520/20. To ensure a free flow of information between the NACC and local security offices, the Intern should keep NACC updated of any change in address, telephone number or assigned code.

5.2.7.3 Clearance Investigations.

- Investigations routinely take about 12-15 months although some investigations may take more than 24 months depending on complexity.

- Requests for information on status of security clearances should be directed through your local security office to NACC security.

5.2.7.4 Visit Requests.

- The [Visit Request](#) should be completed as soon as it is known a visit request will be needed.
- Required information includes: name and address of command being visited, POC at command with phone number, dates and purpose of visit.

5.2.8 Awards and Overtime.

- The [Reimbursable Overtime and Awards Information Sheet](#) can be found on the NACC website. Please contact the NACC Budget Analyst POC for additional information.

Chapter 6: Intern's Development Program

6.1 Development Plans.

6.1.1 Master Development Plans (MDP).

- The MDP contains the minimum education and proficiency levels required for a career field and it is developed by the DON Career Field Functional Board.
- The Career Field MDP may contain:
 - DAWIA Training Requirements
 - Formal Training Requirements
 - Competencies
 - Rotational Assignments
 - Senior Project
 - Education
- Commands may increase required proficiency levels, as stated in the MDP, and/or add areas for specific target position needs, but MDP requirements may not be reduced or eliminated.
- Interns are required to complete the MDP in order to graduate from the program.
- For engineering Interns, Commands must ensure hands-on experiences in engineering-specific areas and from engineering related perspectives. The command will identify those training requirements that the entry-level engineer must complete to meet the criteria for accelerated promotion in six months (vice 12 months).
- The MDP describes desired education at DAWIA Level I, Level II and mandatory education requirements for the Acquisition Professional Community (APC).

6.1.2 Individual Development Plan (IDP).

- The IDP is a personalized version of a career field MDP designed to meet the specific needs of the target position and Intern.
- Within 45 days of hiring, a team consisting of the Intern and Homeport CFM/Intern Counselor creates and submits an IDP to their ACM. At a minimum the first year of the Intern's life cycle should be completed within this timeframe.
- These parties should annually review and submit modifications as necessary.
- The completed IDP is reviewed and approved by the appropriate NACC ACM.
- The IDP includes detailed descriptions with dates, durations and locations of: Homeport assignment; Rotational assignments at other locations; the competencies, skills and other requirements to be attained through each detailed assignment; Defense Acquisition University (DAU) courses; technical training; and colleges/university graduate level courses.

- The IDP does not need to be filled out for the entire program length but should be continuously reviewed to ensure it fits the needs of the host command and Intern.

6.2 DAWIA Training.

6.2.1 Overview.

- DAWIA is the acronym for the 1990 Defense Acquisition Workforce Improvement Act (Title 10 U.S.C. 1701-1764).
- DAWIA was enacted to improve the effectiveness of the military and civilian acquisition workforce through enhanced education, training and career development and thereby improve the acquisition process.

6.2.2 DAWIA and the NAIP.

- All NAIP Interns are designated members of the Acquisition Workforce and fall under the purview of DAWIA.
- Interns must meet at least the minimum certification requirements of the position they will occupy upon graduation.
- The MDP reflects DAWIA requirements and/or desired levels of education at Levels I and II.
- Meeting DAWIA requirements is an integral part of the Internship and is the basis of determining eligibility to promote and graduate the Intern.

6.2.3 DAWIA Courses.

- Attendance at mandatory DAWIA training is of the utmost importance and takes precedence over all other training and education assignments, except for DON Acquisition Intern Orientation Training Conference.
- It is recommended you submit the DAU training requests for the entire year as soon as the schedule is available each year (usually May/June timeframe).
- DON DAWIA information can be found at: <http://www.acquisition.navy.mil/navyaos/content/view/full/62> , including certification check sheets which outline the mandatory courses for each acquisition career field.
- Course descriptions (including prerequisite requirements) can be found at www.dau.mil.

6.2.4 Applying for DAU courses.

- After an Intern has been onboard for approximately three weeks (the amount of time for an Intern's name to appear on the Intern's Roster), the Intern should enter the DON DAWIA registration system by going to <http://www.register-now.cms.navy.mil> to begin signing up for training and also to activate your account in the system.
- Select "DAU Training"; pass the bulletin board notices (if any); log on using the "Department of the Navy Acquisition Intern Program (CIV)" log on Category.

- At the Student Action Menu select “Apply for Training” and follow the screens all the way to the “Submit This Application” button. As you apply for your first course, you will also be asked to fill out your profile. (Note: Be sure to fill out the profile information completely and correctly. This information is used to maintain your DAWIA and CL records.)
- Your applications will be forwarded to your supervisor by e-mail for approval and submittal to the Navy DAU Registrar.
- By using the “Department of the Navy Acquisition Intern Program (CIV)” log, Intern’s are automatically afforded the highest registration priority for certification requirements. Note: 30 calendar days after appointment date, Register-Now does not recognize the individual’s “Intern” status, consult with your NACC CSR to resolve.
- Remember Hybrid courses are conducted in two parts – Part A is online and Part B is conducted in a classroom. One must apply for, and at least begin, Part A before the Part B application can be processed.
- You must sign up for your courses completing the prerequisites first and you can not have two web courses running simultaneously.

6.2.5 Timeframes for Approval of Classes.

6.2.5.1 Supervisor Approval.

- Supervisors must approve your applications.
- Applications can be tracked via the Register-Now Status/Edit screen.
- Advise your supervisor when an application has been submitted.
- Utilize the “resend email tab” function to generate another request if the supervisor did not receive it the first time.

6.2.5.2 Registrar Scheduling.

- Registration approval varies from a few hours to a few months depending upon a variety of factors.
- Rolling admission web-based courses are almost always processed within 48 hours of the supervisor’s approval.
- Each web based course carries a 60-day enrollment period during which time it is self-paced.
- A 21 day acknowledgement is necessary to avoid being considered a “no-show” in the system.

6.2.6 Notification of Course Information.

- 45 days before the start date of a classroom course in which you have been enrolled, DAU will email a student information package and Register-Now will email a notice with instructions on how to request travel orders.
- If you follow those instructions, you should receive your travel orders by email approximately 7 days before the start date.

- You are eligible for travel orders from Register-Now for your mandatory DAU courses if not locally available.
- DAU courses are tuition free.

6.2.7 Course Cancellation.

- If an unavoidable emergency arises and the Intern is unable to attend or complete a classroom or web based course as scheduled, submit a cancellation request or ask to be dropped at the earliest possible time in advance.
- Classroom courses are cancelled via Register-Now; but one must request a drop action from the online instructor if it's a web based course.

6.2.8 Required DAU Courses.

- An Intern is required to complete DAU courses needed for DAWIA Certification Level I and Level II in the designated Acquisition Career Field.
- The required courses are listed on the Master Development Plan (MDP) for convenience, and can also be found on the Certification Check Sheet for each Career Field and Level in the DAU online catalog at:
<http://www.dau.mil/catalog/default.aspx>.
- In addition, some Career Fields' MDP's require Interns to take additional DAU courses over and above the certification requirements. Note: One may apply for other Level I or II DAU courses if you have completed all of those listed on your MDP / IDP and are certified at your current level.

6.2.9 Assignment Specific Courses (also known as Core Plus).

- The command may add an assignment-specific/Core Plus course to an Intern's Individual Development Plan (IDP) as necessary training for the target position. The Intern may apply for the course, however, most of these courses require command funding. (Assignment-Specific/Core Plus courses are identified by DAU at <http://www.dau.mil/catalog/default.aspx>).

6.2.10 DAWIA Certification.

- DAWIA certification is the process by which an authorized official determines an acquisition member has met the mandatory education, training, and experience requirements for a certification level for their acquisition career field.

6.2.10.1 Certification Requirements.

- There is a Certification Check Sheet for each Career Field and Level. They are located in the DAU online catalog at:
<http://www.dau.mil/catalog/default.aspx> .
- Certification is mandatory and is also required in order to be promoted into a position in the next higher certification level.
- Certification to Level I is required prior to your first ACDP.
- ACDP's can be delayed if you are not certified at Level I on the ACDP due date.

- Certification at Level II is a requirement for graduation from the program.
- 6.2.10.2 Applying for Certification.
- An individual must apply for certification. Once the certification requirements are met for the individual's designated Career Field, the individual should use <http://register-now.cms.navy.mil>, select Register Now for Career Field Certification and complete and submit the certification application to their homeport supervisor.

6.3 Formal Training Requirements.

6.3.1 Management Courses.

- The MDP identifies management core level course requirements and suggests a selection of related topics to meet the requirements.
- The Homeport CFM/Intern Counselor and Intern should jointly identify and select the specific courses to appear on the Intern's IDP.
- Courses of this nature are normally up to one week long and total cost to include travel is below \$2,500.
- Courses that go beyond these general parameters will be considered on a case-by-case basis and will require written justification to be submitted.
- See Appendix D for a Management/Technical Course Check sheet.

6.3.2 Technical Courses.

- Section D of the MDP states whether a requirement exists for a technical course for a particular career field. In addition, the funding source for the course will also be identified.
- Where NACC is noted as the funding source in the MDP, courses of this nature are normally up to one week long and total cost to include travel is below \$2,500.
- Courses that go beyond these general parameters will be considered on a case-by-case basis and will require written justification to be submitted.
- Where the local Command is noted as the funding source, seek guidance from your CFM as to the parameters.

6.3.3 Application Process.

- For NACC funded courses, at least 60 days prior to registration, the Intern must complete Standard Form (SF) 182 and send along with a copy of course description, course costs and Formal Training page from their IDP to their NACC CSR.
- Any changes from current IDP must be approved on the submitted IDP page by Homeport Career-Field Manager/Intern Counselor.
- NACC assigns a unique accounting number and faxes the approved SF 182 to the Intern.
- The Intern sends approved SF 182 and letter to vendor.

6.4 Rotational Assignment.

A rotational assignment is a non-permanent planned assignment to a different supervisor and/or job for a specific period with an ending evaluation of results. Each Intern must have at least two, clearly identified rotational assignments.

6.4.1 Specifics of Assignments.

- NACC will fully support the decisions of the Homeport CFM/Intern Counselor in regards to all INCONUS rotational assignments, funding permitting. The Homeport CFM has the strongest knowledge in regards to what the Intern needs in order to become a journeyman level Acquisition Workforce Professional at the end of the NAIP and is best prepared to make rotational assignment decisions.
- The MDP provides general guidance as to the type of assignments. The IDP should also incorporate individual training needs for the target position.
- All rotational assignments are to be challenging, comprehensive, hands-on learning experiences directly related to achieving proficiency in the career field competencies. Rotational assignments are not to be used primarily for filling manpower vacancies, clerical work or observing others.
- Depending upon the MDP, NACC funds the cost for up to two rotational assignments within program funding constraints. The Command funds all costs for additional rotational assignments.
- Rotations should be performed within the local commuting area whenever possible and within the Department of the Navy. In exceptional circumstances, other rotational assignments may be appropriate. See paragraphs 6.4.2 and 6.4.3.
- All rotational assignment requests outside the host activity must include the name, address, telephone number, fax number, email address and signature of the person who will function as the Career Field Manager at the rotation site. Homeport/Intern Counselor signature is also required. The signature shall be on the rotation page of the IDP and submitted to NACC. The Intern should fax their outside rotation request and Intern Travel Request form, if applicable, to their Career Service Representative (CSR) at least 60 days prior to the planned start date of your rotation.
- See Appendix E for a Rotational Assignment check list.

6.4.2 Rotations outside DON.

- Interns must develop a solid foundation and understanding of Naval Acquisition. Therefore, rotation assignments outside DON are extremely rare.
- Rotational assignments outside of DON will be considered only when the training is not readily available within the DON.
- The request must identify the specific IDP competencies to be attained, the uniqueness of the assignment, and the projected benefit to the individual as well as the homeport activity in the target position.

6.4.3 OCONUS Rotations.

- Request for rotational assignments outside the U.S. are extremely rare and require the affected major claimant to pay half of the rotational assignment cost, regardless of whether that rotational assignment would be more, less, or the same cost of a comparable rotational assignment.
- Requests will be evaluated on a case-by-case basis as to the merits and cost-effectiveness of the rotation. In addition, there must be a letter signed by the Intern's homeport activity's Commanding Officer/Senior Civilian specifically delineating why this is a necessary and appropriate rotational assignment, the projected benefit to the individual and homeport activity in the target position, and stating the competencies are unavailable through rotational assignment opportunities within the U.S. The letter will be presented to NACC for final approval.

6.4.4 Criteria to be met for all rotational assignments.

- There should be a specific written plan in place prior to the rotation. The Intern should receive pre-assignment information from the rotational site POC (i.e. who, when, what and where).
- There should be a specific job for the Intern and a reporting supervisor during the assignment. The supervisor should be readily available to the Intern.
- The assignment should begin with an orientation. Facility requirements should be explained and available at the beginning of the assignment. This includes: desk, PC with e-mail, permits, passes, work space, etc.
- During the assignment, competencies (skills, knowledge and experience) to be obtained should be reviewed and related to specific duties. Assignment tasks should be meaningful and related to career field requirements and IDP. The Intern should receive regular feedback on performance. Throughout the assignment the Intern should have several opportunities to meet senior staff and attend (as an observer) senior staff meetings.
- At the completion of the assignment there should be a final evaluation of the assignment between the Intern, supervisor and Career-Field Manager.

6.4.5 Timelines.

- At least 90 days in advance of a rotational assignment, the Homeport CFM/Intern Counselor will contact the Rotational Assignment CFM/Intern Counselor to discuss the rotational assignment and IDP requirements.
- 30 days prior to the beginning of a rotational assignment, the Homeport CFM/Intern Counselor contacts the Rotational Assignment CFM/Intern Counselor to confirm the rotational assignment dates.
- At least 14 calendar days prior to start of assignment the Rotational Assignment CFM/Intern Counselor sends the Intern a pre-assignment information package and, if possible, the initial task schedule.

6.4.6 Characteristics of a Successful Rotational Assignment.

- Assignment tasks were meaningful and related to career field requirements in the IDP competencies and skills. The Intern was actively involved in the work and met with senior leaders.
- The Rotational Assignment Supervisor and CFM/Intern Counselor were readily available to Intern and were aware of the rotational assignment objectives.
- Competencies and skills to be obtained during the assignment were reviewed with Intern and identified with specific duties to be accomplished during the assignment.
- Command support for the NAIP and the Intern was demonstrated. Facilities and other supporting administrative information were in place and helpful to the Intern.
- During the assignment, the Intern received feedback on performance.

6.5 Senior Projects.

Completion of a senior project for graduation from NAIP may be required by the MDP. This project demonstrates the required career field's competencies and the Intern's acquired perspective of the business aspects of Naval Acquisition. Note: The MDP provides guidance on type of project, format and approval process whereas the IDP describes the specific project, concept and relationship to the career field.

- A copy of the senior project plan must be submitted to NACC for review during the first 30 days of an Intern's final year in NAIP.
- Exception: Interns assigned to the Facilities Engineering career field must submit senior project plans directly to one of the Navy Facilities Engineering Command's designated points of contact, for review and approval prior to starting the senior project. See the Senior Project section of the MDP for Facilities Engineering for additional information.

6.6 Funding for the Intern's Development Program.

6.6.1 NACC Funded.

- DON Intern Orientation Session.
- DON Annual Intern Conference.
- One Management Course, i.e., Total Quality Management, Systems Planning, PPBS, Briefing Techniques, Professional Writing, etc.
- MDP required program review or professional conference.
- Mandatory Technical Training IAW the MDP.
- Depending upon the career field and IAW the MDP, NACC may pay for up to two rotational assignments (necessary TDY travel or excess local mileage).
- Costs associated with completion of certain career field required competencies, senior project, etc., within funding restraints.

6.6.2 Homeport Command Funded.

- At least one technical training course directly related to type of career field work to be performed at the Command.
- All Intern travel for work or representation (meeting, etc.) for the benefit of the Command.
- Any required management course not funded by NACC.
- All expenses related to Command specific training.
- PC literacy skill training, i.e., Word Processing Software, Spread Sheet Software, Technical Tools Software, Graphic Software, etc.
- Additional rotational assignments deemed necessary by the Intern's command beyond the requirements of the MDP.

Chapter 7 Pay

7.1 Overview.

Everyone in the Navy is paid by the DoD Civilian Payroll Data System (DCPDS). The Intern's duty hours and a work schedule are assigned by your host activity. The Intern is responsible for reporting their official timekeeping and payroll information to the NACC who inputs the payroll data into the system.

7.2 NACC Time and Attendance Guidelines.

Detailed [NACC Time and Attendance Guidelines](#) are mailed to each Intern in their pre-employment package and are posted on the NACC Website. The guidelines contain the authoritative guidance for Intern payroll procedures and policy.

See Appendix F for a Time and Attendance check list.

Chapter 8 Records & Benefits

8.1 Official Personnel File (OPF).

The OPF for each individual is located in the Human Resources Service Center, Southeast (HRSC SE) Office at Stennis Space Center, Mississippi: The address is:

Human Resources Service Center, SE
ATTN: Benefits Code 43
9110 Leonard Kimble Road
Stennis Space Center, MS 39522-0002

8.2 Benefit Information.

8.2.1 Overview.

Go to www.opm.gov/insure to obtain information on health, life and long-term care insurance. You will be eligible to enroll after your reporting date. For Health Benefits, Life Insurance & Thrift Savings Plan refer questions to toll free number (888) 320-2917.

8.2.2 Enrolling in Benefits.

Go to <https://www.civilianbenefits.hroc.navy.mil> to enroll in health insurance, life insurance or TSP. Click on EBIS/Change Benefits and follow directions to make/change health, life insurance selections and TSP election.

8.2.3 Beneficiary Selections for Life Insurance and Retirement.

Go to www.opm.gov . Click on Federal Forms; click on Standard Forms; then select forms SF 2823 and SF 3102. Make a copy for yourself and mail the original to:

Department of the Navy
HRSC-SE Code 43
9110 Leonard Kimble Road
Stennis Space Center, MS 39522-0002

8.2.4 Beneficiary Selections for Thrift Savings Plan.

Complete the [TSP-3](#) (Designation of Beneficiary), make a copy for yourself, and mail the original to:

Thrift Savings Plan Service Office
National Finance Center
PO Box 61135
New Orleans, LA 70161-1135

8.2.5 Worker's Compensation.

Worker's Compensation Claims -

POC – Last names (A-K) 850-452-4433 x 352

Last names (L-Z) 850-452-4335 x 348

Mail to: Human Resources Office

368 South Avenue

Pensacola, FL 32508-5124

8.2.6 Documents NACC Processes.

- Time sheets
- Signature Authorizations
- Address Changes
- Taxes
- Direct Deposits
- Allotments to Financial Institutions
- Savings Bonds
- Combined Federal Campaign Authorizations
- Court, Military, Family, and Advanced Leave Requests
- Employment Verifications
- The [NACC website](#) has complete instructions.

Chapter 9 Program Graduation

9.1 Graduation.

Upon the successful completion of the IDP, appropriate DAWIA certification, and appropriate Intern program length an Intern is graduated from the NAIP. Commands are responsible for timely placement of Interns.

9.2 Requirements to Graduate.

In order to graduate the Intern must successfully complete the Intern's IDP as documented by the host command CFM on the final performance review. All NACC-funded travel and tuition must be settled with NACC prior to graduation.

9.3 Steps to Ensure a Timely Graduation.

- The Intern should contact their assigned CSR approximately 90 days prior to their graduation date to discuss and resolve any outstanding documents and verify DAWIA certification status.
- The CFM/Intern Counselor submits the Intern's final performance review to NACC and assist with obtaining all other requested forms and information.
- Host activity initiates necessary HR processing to transfer and reassign/promote, as appropriate, to target position effective the day following scheduled graduation date.
- NACC CSR officially releases Intern to the Host activity.
- An Intern failing to meet graduation requirements will be placed on to the host activity's rolls on the scheduled graduation date.
- The CFM will immediately notify the ACM in the unlikely event the planned target position is not available as early as possible. Commands are not to notify the Intern of any potential availability issues until after conferring with the ACM.
- Completion of close out assessment in the Performance Appraisal Application (PAA).

9.4 Early Graduation Requests.

Early graduation requests will be considered on a case-by-case basis. Evidence of accelerated training and completion of all MDP/IDP requirements and DAWIA Level II Certification are required. Requests for early graduation for the purpose of balancing Command/Activity work years will not be considered.

Appendix A - Acronyms

ACDP	Accelerated Compensation for Developmental Positions
ACM	Associate Career Manager
APC	Acquisition Professional Community
ASN (RD&A)	Assistant Secretary of the Navy Research Development and Acquisition
AWTAP	Acquisition Workforce Tuition Assistance Program
CFM	Career Field Manager
CSR	Career Service Representative
DACM	Director, Acquisition Career Management
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DON	Department of the Navy
HRSC	Human Resource Service Center
HRO	Human Resource Office
IAW	In Accordance With
IDP	Individual Development Plan
LWOP	Leave Without Pay
MDP	Master Development Plan

NACC	Naval Acquisition Career Center
NAIP	Naval Acquisition Intern Program
NMCI	Navy Marine Corps Intranet
NSPS	National Security Personnel System
POC	Point of Contact
SYSCOM	Systems Command
DTS	Defense Travel System
NTE	Not To Exceed
PC	Personal Computer
TSP	Thrift Savings Plan

Appendix B - Non-DTS Travel Checklist

1. Did you submit a complete packet to your NACC CSR at least 60 days prior to travel date?
 - What is a complete packet?
 - NACC Travel Request form with all signatures
 - Affected IDP page with signatures
 - (if required) SF 182 and Course Description
2. Do your dates of travel (to & from TDY) include any weekend days? If so, you must provide justification for any travel requirements involving weekend days. Weekend travel will not be approved for rotational assignments.
3. Upon notification of approval by your CSR, call your local SATO office and arrange for your travel needs. SATO will email you your itinerary upon completion. Please print and take with you on TDY.
4. Your CSR will email/fax your travel orders at least 1 week prior to date of departure. If you do not have orders at least one week prior to your travel date, please contact your NACC CSR immediately. NEVER go on TDY without approved travel orders.
5. Upon receipt of your orders, fax or hand carry a copy to the travel office who arranged your reservations.
6. If flying, check your online SATO itinerary 3 days prior to travel date to ensure that your tickets have been paid for (e-ticket section). If tickets have not been paid for, contact the travel office who made your arrangements.
7. Once travel has commenced, requests for amendments must go to your NACC CSR for processing and approval.
8. After returning from TDY, vouchers are to be submitted within 5 days.

Appendix C - DTS Travel Checklist

1. Did you submit a complete packet to your NACC CSR at least 60 days prior to travel date?
 - What is a complete packet?
 - NACC Travel Request form with all signatures
 - Affected IDP page with signatures
 - (if required) SF 182 and Course Description
2. Do your dates of travel (to & from TDY) include any weekend days? If so, you must provide justification for any travel requirements involving weekend days. Weekend travel will not be approved for rotational assignments.
3. Upon notification of approval by your NACC CSR, go to the DTS website and create the travel authorization request. If not received within 2 weeks, please contact your NACC CSR.
4. Upon notification of final approval of travel in DTS, print out your orders to carry with you on TDY. NEVER go on TDY without approved travel orders. If you do not have orders at least one week prior to your travel date, please contact your NACC CSR immediately.
5. If flying, check DTS 3 days prior to travel date to ensure that your tickets have been paid for. If tickets have not been paid for, contact SATO through the number found on your orders.
6. Once travel has commenced, make no amendments to your DTS travel without checking with your NACC CSR first. Failure to do so may prevent us or add difficulty to helping you with the issue.
7. After returning from TDY, vouchers are to be submitted within 5 days.

Appendix D - Management/Technical Course/Professional Development Conference Checklist

1. Does your Career Field MDP have a requirement for the course/conference?
2. Who does the MDP note as the Funding Source? If NACC, go to #3, if command, see your supervisor/CFM for guidance on submitting funding request.
3. Is this PC software skill training? If so, it must be funded by local Command.
4. Did you submit a complete packet to your NACC CSR at least 60 days prior to travel date?
 - What is a complete packet?
 - NACC Travel Request form with all signatures
 - Affected IDP page with signatures
 - SF 182 (if required) and Course Description
 - If your course does not meet the general parameters listed previously in Chapter 6.3, did you provide additional justification for approval?
5. If travel is involved, please follow the DTS or Non-DTS checklist as per your situation.
6. If after 2 weeks of submission and tuition is involved and you have not received approval/disapproval, please contact your NACC CSR. If approved, your NACC CSR will send you, via fax or email, your copy of the SF 182 and letter for submission to the vendor.

Appendix E - Rotational Assignment Checklist

1. Does your Career Field MDP have a requirement for an external rotation?
2. What is the not to exceed (NTE) length of the rotation as noted on the MDP?
3. Prior to submitting your documentation to NACC, make sure your request fulfills the criteria outlined in Chapter 6.4 of this guide:
 - Specifics of assignment are defined
 - Request sent in at least 60 days prior to travel commencing
 - First choice for assignment is inside DoN and local, if not justification must be provided with packet
 - Is the assignment OCONUS? If so, did you provide additional justification? Is your command prepared to pay half of the assignment costs?
 - Have contacts been made between the Homeport CFM and rotational assignment CFM?
 - If rotational assignment will extend beyond an NSPS review date, contact your NACC ACM to ensure that all potential issues are clear prior to departing for the assignment
4. Is your command on DTS? If so, follow the DTS checklist for submission of your travel request. If not, follow the Non-DTS checklist for submission of your travel request.

Appendix F - Time and Attendance Checklist

1. Did you submit your timesheet IAW the submission deadline for this pay period?
2. Did your supervisor sign your time sheet?
3. Did you check the late list to ensure that your time sheet was received at NACC for this pay period?
4. If on the late list did you resubmit your timesheet and contact your payroll technician via phone or email?
5. Did you notify your CSR and payroll technician of any change in your address and/or contact information?
6. Did you change to an 8 hour schedule as appropriate if you traveled during this pay period?
7. Did you provide all the requisite documentation for the exception codes listed on the 'quick reference'?